

Register for Classes by Phone 330-262-2343 or Online at [www.computersenseonline.com](http://www.computersenseonline.com)

We Train All Versions of Software – Simply Specify Which Version You Need When You Contact Us!

### "FULL COURSE" sessions (full-days 9am-4pm)

#### Spreadsheets

Excel Basics	May 7, Jul 14
Excel Intermediate	May 14, Jul 29
Excel Advanced	Jun 2, Aug 11
Excel Macros Using VBA – Level 1	Jun 17, Aug 19
Excel Macros Using VBA – Level 2	Jun 30, Aug 27
Excel Calculations	May 18

#### Word Processing

Word Basics	Jun 10
Word Intermediate	Aug 13
Word Advanced	available by request

#### Financial Software

QuickBooks Basics (Desktop or Online)	Jun 11
QuickBooks Advanced (Desktop or Online)	Aug 5

#### Windows and General Computing

Windows Basics or Advanced	available by request
----------------------------	----------------------

#### Web-Based ("Cloud")

Microsoft (Office) 365 – specialty apps	available by request
SharePoint Power End User (half-day)	available by request
SharePoint Basics (1-day)	available by request
SharePoint Advanced (2-days)	available by request

#### Project Management and Workflow Tools

Microsoft Project or Planner	available by request
Visio Basics or Advanced	available by request

#### Presentation Graphics

PowerPoint Basics/Intermediate	Jun 23
PowerPoint Advanced	Aug 20

#### Database Management and Reporting

Access Basics	Jun 3
Access Intermediate	Jul 9
Access Advanced	Aug 25
Access Application Writing	available by request
Crystal Reports	available by request

### "SMALL PLATE" sessions (times vary 1-hour or 3-hours long)

#### Special Topics (1-Hour)

Excel Charts and Graphs Mastery	Aug 4 (2pm)
Excel Large Spreadsheet Tips	Jul 10 (9am)
Managing Mail in Outlook	May 29 (9am)
OneNote Overview	Jun 1 (9am)
<b>OneDrive</b>	available by request
<b>SharePoint End User</b>	available by request
Word Forms and Templates	available by request
Word Mail Merge	available by request

#### Special Topics (3-Hour) – Available by Request

Access 2021/2024 New Features
Excel 2021/2024 New Features
Office 2021/2024 New Features
Outlook 2021/2024 New Features
Outlook Advanced
Polished Presentations with PowerPoint
PowerPoint 2021/2024 New Features
Time Management Using Outlook
Windows 11 New Features
Windows File Management
Word 2021/2024 New Features

**Class Outlines Available  
By Request or Online at**

[www.computersenseonline.com](http://www.computersenseonline.com)

#### Special Topics (3-Hour)

Charts and Graphs In MS Office	May 27 (1pm)
<b>Copilot for Microsoft 365</b>	<b>Jun 1 (1pm), Aug 18 (9am)</b>
Excel Analysis Tools	Jul 1 (9am)
<b>Excel Basics (condensed)</b>	<b>May 12 (9am), Jul 23 (1pm)</b>
Excel Data Tools	Jun 26 (9am)
Excel Formulas and Functions	Jul 27 (1pm)
Excel Pivot Tables	May 1 (9am), Jul 15 (1pm)
<b>Excel Power Pivot</b>	<b>Jun 18 (9am), Aug 10 (1pm)</b>
Excel Power User	Jun 9 (1pm), Aug 10 (9am)
Excel Tips & Tricks	Jul 27 (9am)
Office Tips & Tricks	May 27 (9am)
OneNote	May 4 (9am), Jul 8 (1pm)
Outlook Basics	May 4 (1pm), Jul 21 (9am)
Outlook Intermediate	Jun 9 (9am), Aug 26 (1pm)
Outlook Tips & Tricks	May 15 (9am)
<b>Power Automate – Level 1</b>	<b>Jun 22 (9am)</b>
<b>Power Automate – Level 2</b>	<b>Aug 18 (1pm)</b>
<b>Power BI – Part 1</b>	<b>May 6 (1pm), Jul 17 (9am)</b>
<b>Power BI – Part 2</b>	<b>Jun 18 (1pm), Aug 4 (9am)</b>
Power Packed PowerPoint	Jul 23 (9am)
PowerPoint Tips & Tricks	May 19 (9am)
Teams – Level 1	May 6 (9am), Jul 21 (1pm)
Teams – Level 2	Jun 22 (1pm), Aug 26 (9am)
Windows Tips & Tricks	Aug 31 (9am)
Word Tips & Tricks	May 19 (1pm)
Word Whiz	Aug 31 (1pm)

#### PLEASE NOTE:

- ANY class can be in-person and live online, so specify your format request when registering for classes
- Each session is a separate class offering, unless otherwise noted
- FULL-DAY courses can be split into TWO HALF-DAYS by request
- Class names in **BOLD** are newer class offerings
- We reserve the right to cancel or reschedule classes that do not meet minimum seating requirements